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R [ ]  
MANAGEMENT PROGRAMS  
Draft 3/9/55

25X1

REGULATION  
NO. [ ]

25X1

## RECORDS MANAGEMENT

### Reports Management

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#### 1. GENERAL

This Regulation implements the basic policies and responsibilities of R [ ] as they apply to administering a continuing Agency-wide Reports Management Program designed to:

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- a. Eliminate and prevent unnecessary reporting.
- b. Ensure that instructions, forms, and procedures for necessary reporting are clear and complete, and provide simple, direct, reporting methods.
- c. Improve the quality of reports.
- d. Provide reference points for information on reports.

#### 2. SCOPE

The Program includes all recurring administrative or management reports submitted between Headquarters components and: (a) other Headquarters components, (b) field stations, and (c) Federal or private organizations outside the Agency. This scope may be expanded by individual components to include one-time reports, and reports providing for the collection, production, or dissemination of intelligence.

#### 3. POLICIES

The Agency Reports Management Program shall be administered on a decentralized basis through area programs governed by the following policies:

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- a. Report Directives. Requirements for reports shall be in writing.
- b. Creation Control. The following controls shall be maintained:
  - (1) Each existing and proposed reporting requirement shall be approved by the Reports Control Authority of the component which originated the requirement.
  - (2) Each approved requirement shall be assigned a reports control symbol by the approving Reports Control Authority. Reports control symbols shall be cited in report directives and in reports submitted accordingly. The chief of a component receiving a report directive after 1955 which does not cite a symbol for a recurring report shall refer the matter to the Reports Control Authority of the component which originated the requirement.
  - (3) Existing sources of information shall be publicized through published lists of current recurring reporting requirements.
- c. Reappraisals. Existing reports approved in accordance with this regulation shall be reappraised at least annually. New or revised reports shall be reappraised initially within three months after submission of the first report and annually thereafter. Responsibility for reappraisals rests with Reports Control Authorities at both the requiring and preparing levels.
- 4. DEFINITIONS
  - a. Report. An account or statement of information in written narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.
  - b. Administrative or Management Report. A report that provides for administrative or management control over an activity or operation (as distinguished from an operational or intelligence report).

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- c. Recurring Report. Either a periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.) or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics.
- d. Report Directive. The written requirement and instructions for making a report.
- e. Reports Control Authority. An official responsible for administering an area reports management program.
- f. Reports Control Symbol. A symbol of identification and approval assigned by the Reports Control Authority of the component which requires the report. A reports control symbol is composed of the organizational symbol of the requiring component, the abbreviation "rep" for "report," and the numerical designation of the reporting requirement--e.g., MS/RMD-Rep-1.

2. 5. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:
  - (1) Directing and coordinating the Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs.
  - (2) Maintaining a record of the types of recurring administrative or management reports submitted.
    - (a) On a Headquarters-wide basis.
    - (b) From <sup>or to</sup> field stations.
    - (c) From or to organizations outside the Agency.
  - (3) Publishing lists of reports included in paragraph (2) above.
  - (4) Conducting studies of reporting requirements and systems of Agency or Headquarters-wide significance, and serving as arbitrator in resolving conflicting views on reports matters.

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- b. The Deputy Directors (Plans), (Intelligence), and (Support) shall establish and maintain area programs to meet the requirements of this Regulation.
- c. Reports Control Authorities shall provide the Management Staff with current lists of area reporting requirements and such supporting material as the Management Staff may require to carry out its Program responsibilities.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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